

# CHIEF OF TRAFFIC AND TRANSPORTATION

**GRADE: 27**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Chief performs difficult professional and administrative work managing and performing the planning, development, engineering and other activities of the Division of Traffic and Transportation. The Chief develops policies and programs which reflect the City's multi-modal approach to transportation and which protect pedestrian and local movement in the neighborhoods and in Town Center. The Chief leads professional and technical staff to create a community responsive program of transportation planning and traffic engineering in coordination with Public Works, Community Planning and Development Services, Parks and Recreation and other City departments, County, State and Federal agencies, community and neighborhood groups, etc. Responsible for administering transportation management programs and negotiated monetary contributions for transportation infrastructure improvements related to private development. The work has major impact on the City and requires thorough knowledge of comprehensive transportation management in order to deal with and resolve a variety of unusual and difficult traffic and transportation issues. The work requires an influential approach in soliciting cooperation regarding considerable tact and discretion offering explanation to and often persuading a variety of officials, community groups, interest groups, contractors, builders, vendors, citizens, etc., relative to the work. The work requires limited physical demands, considerable mental effort and stress in gaining cooperation and achieving results. The work is performed under broad managerial direction and is responsible for developing and implementing policy. Supervises a staff of traffic and transportation engineers, planners, technicians, etc. and participates fully as a member of an internal policy and planning committee known as the Development Review Committee.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES:**

- Acts as liaison between City, County, State and Federal transportation and inter-jurisdictional agencies in matters related to traffic and transportation planning and engineering issues including: participation on various committees; oversight of State, County, and Federal transportation CIP projects within the City.
- Identifies and promotes City transportation needs to: appropriate funding and identify funding needs, pursue grants, and secure Budget and Legislative approvals.
- Develops and implements comprehensive transportation management and parking policies and programs for the City including: transportation demand management program, parking garage and meter programs, pedestrian and bikeways programs, etc.
- Develops and implements transportation related CIP including identification of new construction needs and management of new road and transit construction.
- Supervises staff engaged in traffic and transportation management and manages contracts for CIP projects as well as transportation demand management, parking garage and parking and parking meter programs.
- Supervises and performs plan reviews for development projects.
- Coordinates the traffic, transportation, parking, internal circulation and all other traffic and other related review of development applications handled by the Development Review Committee.
- Provides technical staff support to the Mayor and Council, Planning Commission, Traffic and Transportation Commission, other Boards and Commissions, other departments, and the Development Review Committee related to transportation issues including: presentations; reports; testimony; traffic modeling; cost and feasibility analysis; engineering and design, etc.
- Administers the City-wide transportation management policy.
- Performs a variety of other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a master's degree from an accredited university or college in urban planning, or civil engineering and 10 years of progressively responsible experience in performing and supporting multi-modal transportation planning and engineering programs, including: managing task oriented teams, development reviews focusing on traffic impact studies, parking requirements, site circulation, Transportation Demand Management, and long-range transportation planning; developing and implementing transportation budgets and

adhering to project schedules. Experience must include working directly with community groups and their representatives. Requires either certification as a Professional Engineer or Professional Planner such as a PE or AICP. An appropriate driver's license valid in the State of Maryland.

**Preferred Knowledge, Skills and Abilities:**

- Knowledge of local, regional and state transportation issues in the metropolitan Washington area.
- Knowledge and understanding of the relationship between land use and transportation planning as it relates to creating a transit/pedestrian friendly urban design.
- Skill in dealing with a variety of individuals and groups, at all levels.
- Skill in contract and budget (including CIP) management.
- Technical skill including travel modeling, GIS, database management, and traffic impact analysis.
- Excellent communication and presentation skills.
- Demonstrated ability to implement projects and programs.
- Ability to develop creative transportation solutions, related to developing urban areas.